

DD/A Registry
79-3231

10 October 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM : John J. Hicks  
Deputy Director  
National Foreign Assessment Center

SUBJECT : Private Telephone Lines to D/OIA and D/OGCR

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1. As an exception to policy, approval is requested to install private telephone lines between the Director, National Foreign Assessment Center in Headquarters Building and the Director, Office of Imagery Analysis in [ ] and the Director, Office of Geographic and Cartographic Research in Ames Building.

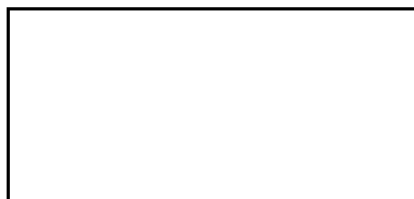
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2. The Director of the National Foreign Assessment Center currently has private telephone lines with all of his office directors within the Headquarters Building and desires to have similar service with two office directors outside the building. The two private lines will provide [ ] with direct and immediate contact with his two office heads. In addition to providing improved communications, there will be considerable savings annually in time spent waiting for calls to be put through.

3. Voice Communications Branch, Office of Communications advises that installation charge would only be approximately \$100 per line and that rental costs would be less than \$1100 annually for the two lines. The Director of NFAC expects to utilize the private lines sufficiently to justify these expenses and therefore requests your concurrence in obtaining this service.

ST/

APPROVED:



Deputy Director for Administration

Date

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